

4. The first week of December: Mail or bring to me the time card for November. If you are claiming work experience hours for November send a Monthly Summary too. Whether you are claiming work experience hours or not I must have the time card for November.
5. By December 7th: Mail or bring to me the time card for December. If you are claiming work experience hours for December send a Monthly Summary too. Whether you are claiming work experience hours or not I must have the time card for December. If our final meeting is scheduled for December 1 – 7th you may hold on to your summary and time card and give them to me at the meeting.

You may finish your internship early. If so, you may schedule our final meeting and complete your final visit with me prior to December. If you do you will no longer need to write the summaries but I still need the time card – 1 for every month from August through December.

Required Objective

By the end of fall 2007 semester, I will demonstrate the development of interpersonal relationship skills which include working as part of a team and/or working independently with a minimal amount of supervision; and being diplomatic, tactful, flexible, adaptable, and assertive without being aggressive. I will demonstrate my interpersonal skills while working in the library and I will be evaluated by _____.

Write **three more of your own objectives**. Some ideas are:

1. By the end of fall 2007 I will organize and present a workshop or open house for teachers that will highlight new materials in the library and how they might be utilized in the curriculum. I will be evaluated by _____.
2. By the end of fall 2007 I will prepare and conduct three storytelling sessions. I will be evaluated by _____.
3. By the end of fall 2007 I will improve my knowledge and understanding of the process of cataloging library materials. I will be evaluated by _____.
4. By the end of fall 2007 I will improve my knowledge and skills- in repairing library materials. I will be evaluated by _____.
5. By the end of fall 2007 I will create three visual displays that demonstrate a research skill to students. I will be evaluated by _____.
6. By the end of fall 2007 I will improve my knowledge and understanding of the procedures for processing books to be added to the collection. I will be evaluated by _____.
7. By the end of fall 2007 I will prepare and present an instructional module in research skills for a class in my school. I will be evaluated by _____.
8. By the end of fall 2007 I will create a bibliography for (name your target audience) and it will be on the topic of (name your topic). I will be evaluated by _____.

Fall 2007 Library Work Study

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Paperwork – your responsibilities:

As soon as possible: Finish filling out the preliminary paperwork and mail or bring to me.

Monthly Summaries

The summary must describe assignments or experiences that show you are working on the objectives stated on your MLO sheet. Each objective must be addressed, even if it is to say you did not work on that objective that month. If you are not getting assignments that apply to your objective, explain to me your plan to speak to your supervisor about the need for such assignments or propose a change in your objectives.

Time Cards

Signed time cards need to be turned in at the same time as the monthly report. Please attach the time cards to your written reports. If you do not work any hours during a month, you still must turn in a time card. However, if no hours are claimed it does not need to be signed by your supervisor. You must turn in a time card for all months of the semester, even if you internship did not begin that month. You will need 150 hours of work time or 120 hours of volunteer time to complete two units (required minimum.)

Final Meeting Date

We must have a final meeting by December 7th. This meeting can include the supervisor, yourself, and me all at the same time, or I can meet with your supervisor privately and then meet with you privately.

It is your responsibility to schedule the final appointment time(s), attend the final appointment, and to have me document it in your file. You must turn in all of your final paperwork at this meeting. You will lose credit if all your paperwork and your final meeting are not completed by December 7th. If you finish the hours you need earlier than December, we can have the final meeting earlier.

Important Dates

1. The first week of September: Mail or bring to me the time card for August. If you are claiming work experience hours for August, send a Monthly Summary too. Whether you are claiming work experience hours or not I must have the time card for August.
2. The first week of October: Mail or bring to me the time card for September. If you are claiming work experience hours for September send a Monthly Summary too. Whether you are claiming work experience hours or not I must have the time card for September.
3. The first week of November: Mail or bring to me the time card for October. If you are claiming work experience hours for October also send a Monthly Summary. Whether you are claiming work experience or not I must have the time card for October.